

PLACEMENTS WITH CIP/COP/CHILDREN'S WAIVER FUNDING:

When documenting a placement for a child in eWiSACWIS who is receiving funds from CIP, COP or Children's Waiver, you must enter the placement on the Out-of-Home Placement page. If the placement is in a foster home or treatment foster home, the full cost of care must be recorded using the Foster Care Rate Setting page.

Funds that are received from CIP, COP or Children's Waiver to offset the child's cost of care must be documented in eWiSACWIS as a trust account benefit type. Each month the agency's trust account manager must record the CIP, COP, Children's Waiver monies received as well as the amount of the required local match on the General Trust Account page, Ledger tab.

Note: Because of the high amount of funding that is received from a CIP/COP placement, a deposit in excess of the Maximum Spending Limit may issue a Spend Down Tickler to the assigned Trust Account Manager. Also eWiSACWIS will flag a child on the Trust Account Current Balance report (r-FM0701/r-FM0705) as spend down required. This spend down tickler is issued to highlight accounts where child have excess funds, which may affect eligibility. However, this tickler will automatically be removed when the monthly draw-down batch inserts withdrawal entries to offset the cost of care. It is important that the Trust Account Manager monitors this information, and ensures the funding is applied toward the cost of care.

The following pages will document the example of a Foster Home placement. Following the documentation of the placement and rate setting will be an example of creating and maintaining the Trust Account page for a CIP/COP/Child Waiver child.

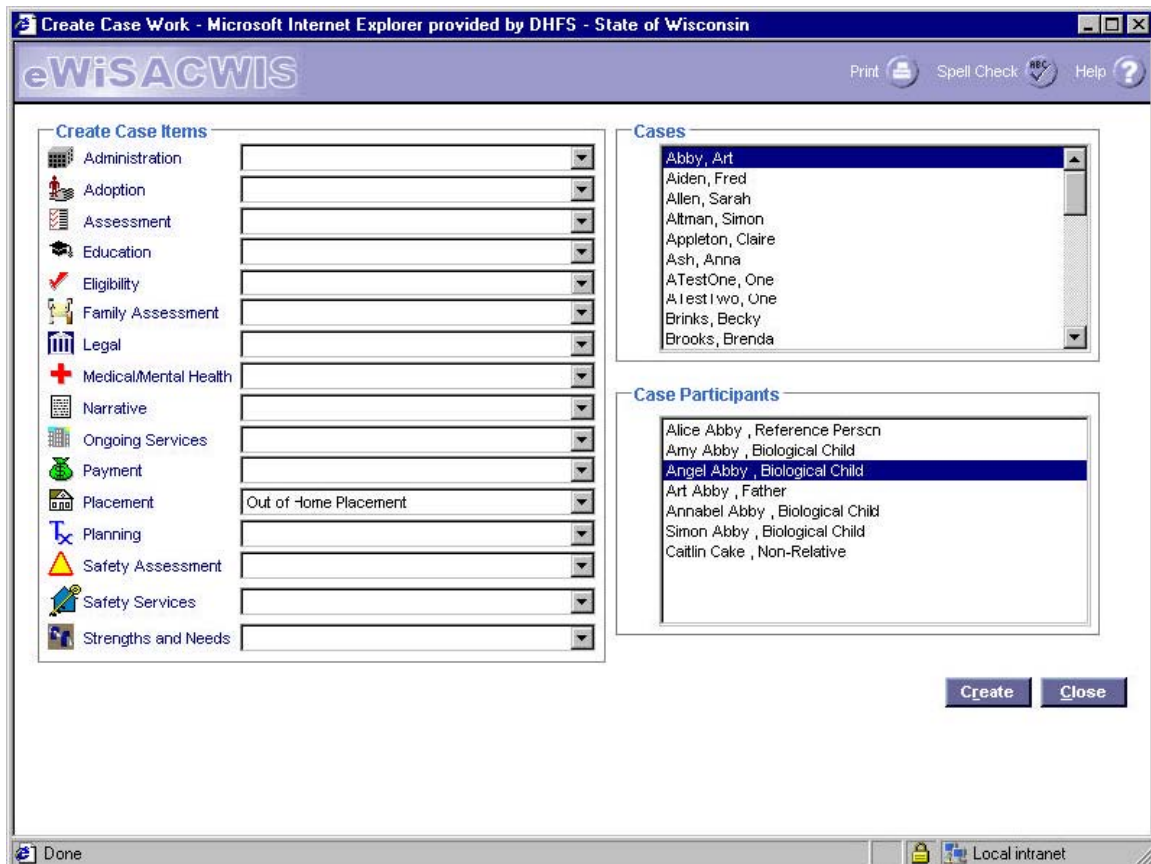
Successful documentation of an Out-of-home Placement or an In-home service assumes that the child's person management record is up to date. Please see the How Do I titled "Common Documentation Tasks For All Settings (In-Home & Out-of-Home)" for information surrounding documenting a person's demographics.

Also note that as part of the placement documentation the eligibility record for that child must be completed. See the above referenced How Do I for information surrounding documenting eligibility for a child.

And lastly, when ending placements or services, please refer to the above referenced How Do I for information surrounding ending a placement in eWiSACWIS.

Foster Home Placements with CIP/COP Funding:

A foster home is a home provider. Foster homes are paid using the Uniform Foster Care Rate. Any payment over the basic rate must be documented on the Foster Care Rate Setting page.



Create Casework Page

Step 1 of 4

- From the Create Casework page select: Placement>Out-of-Home Placement>Case>Case Participant>Create

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Child
 Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

Placement Begin

Placement Begin Date: 04/12/2004 **Placement End Date:** 00/00/0000
Date Removed from his/her home: 04/12/2004 Estimated End Date: 00/00/0000
 VPA Date: 00/00/0000 County: Milwaukee

☐ This is a CPS Non-Conforming Placement
☐ This is an Adoptive Placement

Service Category: Foster Home - General License
Service Type: Foster Home-Gen. License 5-11 years old
Placement Status: Fstr Fam Hm (Non-Rel)

Removal Reasons
 Does the agency have legal responsibility of the child at the time of removal?
☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Child Specific Rate: \$0.00
 Current Basic Rate:
 Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

[Supplemental Points](#)

Options:

Done Local intranet

Placements and Services Page>Service Tab

Step 2 of 4

- On the Placements and Services page, Service tab, complete all needed fields.
- Enter the first day of the placement in the Placement Begin Date field.
- If this placement is a removal from home (start of a placement episode) be sure to enter the correct removal date in the Date Removed from his/her home and the correct Removal Reason(s) from the Removal Reasons pop-up page.
- In the Service Category field choose the appropriate foster home category.
- In the Service Type field choose the appropriate foster home service type based upon the child's current age.
- In the Placement Status field choose the appropriate value Foster Family Home (Non-Relative) or Foster Family Home (Relative).

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check REC Help ?

Child

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service **Provider**

☐ Yes ☐ No ☒ N/A

☐ This Placement is the result of a transfer
☐ This is an Emergency Situation
☐ After Hours Placement

Administrative Fee: \$0.00
 Exceptional Amount: \$0.00
 Supplemental Points: [Supplemental Points](#)
 Supplemental Points Amount: \$0.00
 Current Total Monthly Payment:

Child Removal From Home Information

Manner: Court Ordered **Primary Caretaker:** Alice Abby
Caretaker Structure: Married Couple **Secondary Caretaker:** Art Abby

KIDS Referral

KIDS Referral

Is this referral in the best interest of the child? ☒ Yes ☐ No
 Is this placement expected to be long term? ☒ Yes ☐ No
 Is the worker aware of a court order for child support OR is this otherwise an appropriate case to refer for child support services? ☒ Yes ☐ No

Options:

Done Local intranet

Placements and Services Page>Service Tab (continued)

Step 3 of 4

- Answer the Child Removal from Home Information if this placement is a removal from home.
- Select appropriate values for the KIDS Referral information.

Placements and Services - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS

Print Spell Check Help

Child: Abby, Angel Case Name: Abby, Art Request Number:

Service Provider

Provider Information

Name: AAA Agency Search ID: 20170 Contact:

C/O:

Street: 255 Hoosier Blvd. Apt:

City: Madison State: WI Zip: 53701 Country:

Phone: (608)515-4566 Ext: Fax: Alt Phone: Alt Ext:

Email:

Payment Information

Parent Agency: AAA Agency

Target Pop: CHIPS - Other

☐ Override Parent Agency rule

Kinship Care

Relationship of Child to Kinship Provider:

Split Payment

Options: Go Save Close

Done Local intranet

Placements and Services Page>Provider Tab

Step 4 of 4

- Click the Search hyperlink to launch the Search page and search for the appropriate provider.
- From the Search page, select the radio button next to the provider you want to use and click Continue, this will return you to the Service tab and populate the provider you selected into Provider Information.
- If there is a name other than the foster home provider's name in the Parent Agency field and the payment is to go directly to the foster home provider, then check the Override Parent Agency rule checkbox.

If the **Override Parent Agency rule** checkbox is not selected, the eWiSACWIS system will generate the automatic payment(s) as follows:

Not for Profit Child Placing Agency: The Administrative payment plus foster care provider payment will be sent to the Not for Profit Child Placing Agency.

For Profit Child Placing Agency: The Administrative payment will be sent to

the For Profit Child Placing Agency and the foster care provider payment will be sent to the foster care provider agency.

- In the Target Pop field choose the appropriate value. The default value is “CHPS-Other.
- Return to the Service tab
- To approve the placement and to send it to your supervisor for approval, choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Placements and Services page.

Create Casework Page

Step 1 of 2

- Click Create>Casework>Placement>Foster Care Rate Setting>Case>Case Participant>Create

Foster Care Rate Setting - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS

Print Spell Check Help

Participant Information

Child: Abby, Angel Rate Setting Type: 30-day Evaluation Rate Appeal Date: 00/00/0000

Case Name: Abby, Art Effective Date: 01/01/2006 Reevaluation Request Date: 00/00/0000

Provider Name: Honda, Becky End Date: 00/00/0000

Emotional Points Behavioral Points Physical Points **Results**

Supplemental Payment Summary of Points

	Points	Amount
Emotional:	4	\$36.00
Behavioral:	0	\$0.00
Physical:	12	\$108.00
Total Points:	16	

Recommended UFCR Rate

Contracted Maintenance Amount:	\$0.00
Basic:	\$346.00
Exceptional:	\$0.00
Supplemental:	\$144.00
Total:	\$490.00

Calculate

Exceptional Payment Justification

Document here or refer to attached documentation which justifies an exceptions payment under HFS 56.11 (4)(a) Enable the child to be placed in a foster home or treatment foster home instead of being placed or remaining in a more restrictive setting, or HFS 56.11 (4)(b) Replace a child's basic wardrobe that has been lost or destroyed through other than normal wear and tear.

Options: [] Go Save Close

Done Trusted sites

Foster Care Rate Setting Page>Results Tab

Step 2 of 2

Important information regarding the Foster Care Rate Setting page:

In order to pay the foster home a rate above the basic rate, the worker must complete the Foster Care Rate Setting page and send it to your agency's Rate Setter for approval.

- Complete the header group box with the appropriate values.
- Complete the Emotional, Behavioral and Physical Points tabs.
- On the Results tab enter the Exceptional Amount (if applicable) in the designated field. Any amount entered in the Exceptional field will require a justification in the Exceptional field will require a justification in the Exceptional Payment Justification text field.
- Click the Calculate button
- To approve the rate setting and send it to the agency's Rate Setter for approval choose Options>Approval>Go>Approve radio button>Continue
- Click Save and then click Close on the Foster Care Rate Setting page.

Trust Account Management for a child receiving CIP/COP/Children's Waiver monies:

Once the placement of the child is documented in eWiSACWIS, the Trust Account Manager creates a general trust account for the child, inserts a Benefit Record for the monies received and maintains the account information on the Ledger.

Create Case Work - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Create Case Items

- Administration
- Adoption
- Assessment
- Education
- Eligibility (selected: Trust Account - General Account)
- Family Assessment
- Legal
- Medical/Mental Health
- Narrative
- Ongoing Services
- Payment
- Placement
- Planning
- Safety Assessment
- Safety Services
- Strengths and Needs

Cases

- Abby, Art
- Aiden, Fred
- Allen, Sarah
- Altman, Simon
- Appleton, Claire
- Ash, Anna
- Brooks, Brenda
- Brown, Sam
- Bubbin, Roger
- Davis, Natalie

Case Participants

- Alice Abby, Mother
- Amy Abby, Biological Child
- Angel Abby, Biological Child
- Art Abby, Reference Person
- Annabel Abby, Biological Child
- Simon Abby, Biological Child

Create Close

Done Local intranet

Create Casework Page (Trust Account – General Account)

Step 1 of 5

- From the Create Casework page select: Eligibility>Trust Account – General Account>Case>Case Participant>Create

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWISACWIS Print Spell Check Help

Person/Worker Information

Name: Angel Abby SSN Child: 431-55-8512 Trust Acct #: General
Case: Art Abby SSN Case: 353-41-5655 Closed Date: 00/00/0000 Dedicated
Worker: Dan Daisy Phone: (440)943-7690 Bank: Firstar - Milwaukee - General 12121212

Benefit Record Ledger

Trust Account Benefit Record

View	Type	Claim #	Appl. Date	Rjct. Date	Effct. Date	Amount	Closing Date

Insert

Benefit Record Details

Type: Rejection Date: Closing Date:

Claim Number: Effective Date: Personal Needs Deduction: Periodic Days: EFT Deposit:

Application Date: Amount:

Benefit is available for cost of care expenses

Description:

Options: Go

Save Close

Done Local intranet

Trust Account Page>Benefit Record Tab (Trust Account – General Account)

Step 2 of 5

- Click Insert to access the Maintain Benefit Record pop-up page.

Maintain Benefit Record -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Maintain Benefit Record

Type: CIP/COP Rejection Date: 00/00/0000 Closing Date: 00/00/0000

Claim Number: 123-45-67891111 Effective Date: 04/12/2004 Personal Needs Deduction: Periodic Days: EFT Deposit:

Application Date: 04/12/2004 Amount: \$0.00 \$0.00

Benefit is available for All Outstanding cost of care expenses

Description: Enter description here.

Continue Close

Maintain Benefit Record Pop-Up Page

Step 3 of 5

- In the Type field select CIP/COP
- In the Benefits Available For field select All Outstanding
- Complete the rest of the fields with available data.
- Click Continue to return to the Benefit Record tab.

Trust Account - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

eWiSACWIS Print Spell Check Help

Person/Worker Information

Name: Angel Abby SSN Child: 431-55-8512 Trust Acct #: General
Case: Art Abby SSN Case: 353-41-5655 Closed Date: 00/00/0000 Dedicated
Worker: Dan Daisy Phone: (440)943-7690 Bank: Firstar - Milwaukee - General 12121212

Benefit Record Ledger

Account Information

☐ SSI - State ☐ SSA - Disability ☐ Child Support ☐ Other
☐ SSI - Federal ☐ SSA - Survivor's ☐ VA ☒ All
☐ Personal Needs ☐ Railroad Retirees ☐ Interest

Current Balance: \$0.00
Outstanding Cost of Care: \$0.00

Transaction Ledger Listing

View	Date	Type	Amount	Detail	ID	Benefit	Description

Insert

Ledger Record Details

Date: Amount: Check ID: Benefit Type:
Type: Detail: Description:

Options: Go

Save Close

Done Local intranet

Trust Account Page>Ledger Tab (Trust Account – General Account)

Step 4 of 5

- When benefits are received and need to be recorded click Insert to access the Maintain Ledger Record pop-up page.

Maintain Ledger Record -- Web Page Dialog

eWiSACWIS Print Spell Check Help

Maintain Ledger Record

Date: 04/20/2004 Type: Deposit Detail: Adjustment Benefit Type: CIP/COP
Amount: \$425.00 Check ID: 123456789 Description: New Deposit

Continue Close

Maintain Ledger Record Pop-Up Page

Step 5 of 5

- On the Maintain Ledger Record pop-up page complete all needed fields.
- In the Benefit field select CIP/COP
- When all data is entered click Continue to return to the Trust Account Ledger tab.
- Click Save and Close.